PowerSchool

Parent Single Sign-On
Quick Reference Guide

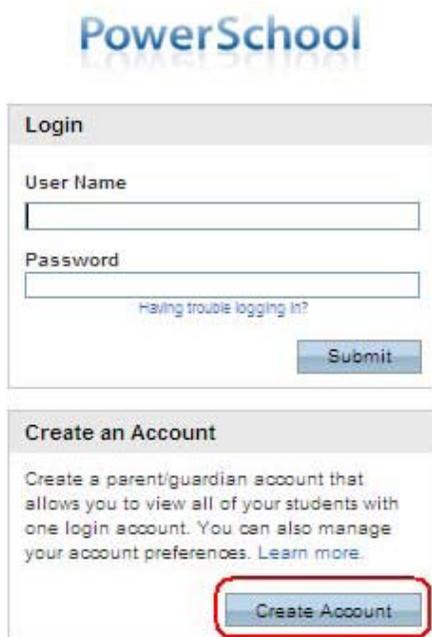**Birmingham** PUBLIC SCHOOLS Achievement Character Community

Starting with the 2011-2012 school year, parents will use a single sign-on utility in PowerSchool. This feature allows parents to create their own PowerSchool account, choose their own username and password, and assign each of their children to a single account. In previous years, parents had a separate PowerSchool account for each child. Activating this feature requires all parent/guardians to create an account to initialize new access to PowerSchool.

Before you begin, be sure you have received your school-issued confidential parent/guardian access ID and password assigned to you for each child. You will use these credentials to add your child to the new account.

Birmingham Public Schools parents/guardians will use this website address to access PowerSchool:

https://birmingham.powerschool.com/public/home.html

To get started, click on **Create Account** at the login page as show on the screenshot below.

PowerSchool

Login

User Name

Password

Having trouble logging in?

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more.

Create Account

The first section on the page, **Create Parent/Guardian Account** requires you to enter the following information to establish your new parent/guardian account: Your first and last name, the email address you wish to use to receive communications from PowerSchool, and a unique username and password you will use to login to PowerSchool. Keep the username simple, using letters and numbers, without spaces. Your password must be at least 6 characters. Re-enter the password to ensure you did not mistype it the first time. Since your username and password is the key to securing your account, do not share your credentials with anyone. (Each parent/guardian may create their own account.) The stronger the password, the more secure it is. Use a combination of letters, numbers, punctuation and symbols to produce a stronger password.

The second section on this page, **Link Students to Account** requires you to enter the following information for at least one student: Student's name, access ID (**5-digit** parent/guardian username/web ID provided by school), access password (**5-character** parent/guardian password provided by school), and your relationship to the student. The password is case-sensitive. Be sure to enter the access ID and password exactly as provided or you will receive an invalid information error.

The access ID and access password are the same credentials parents used for logging in to PowerSchool in previous years. You may enter information for up to seven students. If you have more than seven students, you will need to create more than one account.

Remember to click **enter** to save your account information. Below is a snapshot of a sample account.

As you save your information, you will receive an error message if any piece of information is missing or incorrect. If you receive an error, correct or fill in missing information, retype your password and access passwords, and try to save the account information again. Once you have successfully created your new account, use your new username and password to login to PowerSchool.

If you need to add additional students, you may do so after logging in by clicking on the *Account Preferences* icon. Click on the *Students* tab, and then click on **Add ✚** Each student's name will display side-by-side on the navigation bar, which is located to the left below the icons. This page will provide links to available functions in the PowerSchool parent portal for each student. Click your student's name to view that student's information.

When you finish entering information, click Enter.

The final screen confirms your new PowerSchool account has been created. To test the new account, log back in with your User Name and Password. Use this area to log into PowerSchool for all future visits.

Click the help icon for further assistance when using PowerSchool's parent portal.

The *Parent Portal User Guide* can be found at: http://www.birmingham.k12.mi.us.

Click on Parents/Students at the navigation bar at the top, then PowerSchool.